

## **Purging GL Account History (MSA-3)**

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**MUNIS®**

Last Updated: February 23, 2007

## OVERVIEW

The MUNIS® system retains all detail transactions associated with each account in the general ledger history files. Since each module posts directly to the general ledger, the detailed transactions can number in the thousands to hundreds of thousands each year.

After several years, the detailed transactions are of little value. Unneeded detailed transactions utilize disk space and burden the system when performing reports or inquiries.

## RETAINING HISTORY

The amount of detailed history to retain rests with each individual District. The Division of School Finance recommends Districts retain 7 fiscal years (current and 6 prior years) of detail history.

## SCHEDULING HISTORY FILE PURGES

Purging the detail history transactions should be performed on a periodic basis. Ideally, a District purges transactions shortly after completing the fiscal year end process though it may be performed at any time.

## PURGING HISTORY

The **Purge History Journal Entries** program provides the ability to purge one or more fiscal year(s) of transactions from the detail history files.


### Notes:

- ? Purging history is performed by fiscal year to eliminate the possibility of creating out of balance journals.
- ? Purging detail transaction history does not affect the summary information kept each account. Up to 10 years of summary information is kept on each account.
- ? The following instructions are based upon MUNIS® version 2005.02.

**Preparing to purge history:**

- ? Print the detailed history transactions prior to purging using the **Journal Inquiry/Print** and/or **Account Detail History Report** found in the *Journal Entry/History Menu* in the General Ledger module.
  - o **Journal Inquiry/Print** creates reports of transactions grouped by posted journal.
  - o **Account Detail History Report** creates reports of transactions grouped by account.

**Running the MUNIS® Purge Function:**

Please review the MUNIS® documentation by selecting the  icon before proceeding.

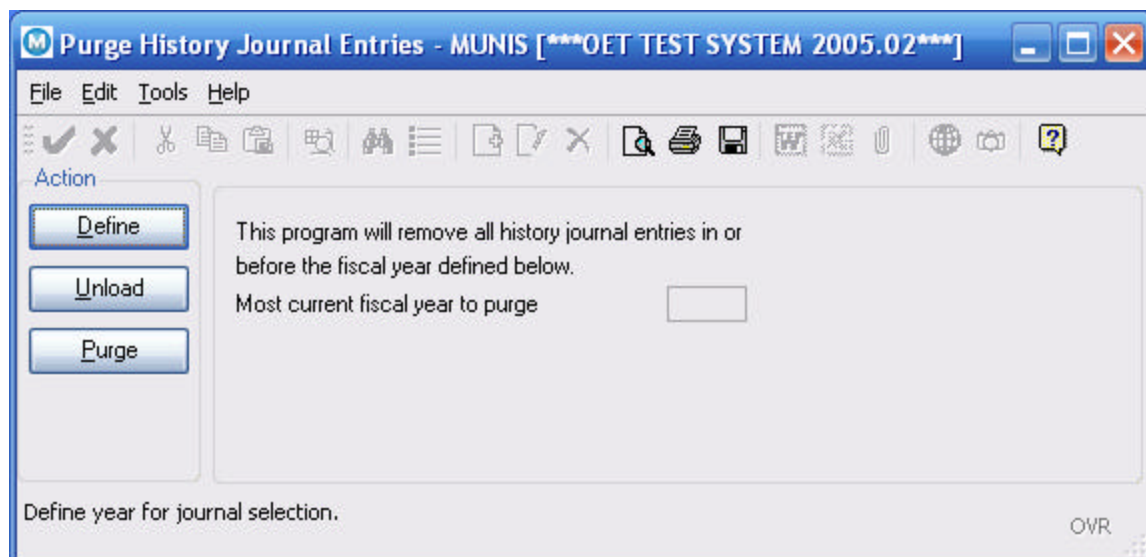
**Notes:**

- ? The purge function may take some time to perform and may affect system performance therefore you may wish to perform this function after normal business hours or during periods of low system utilization.
- ? It is recommended you generate reports and purge one fiscal year at a time. This allows access to reports by fiscal year and does not overburden the system by trying to purge multiple fiscal years at one time.

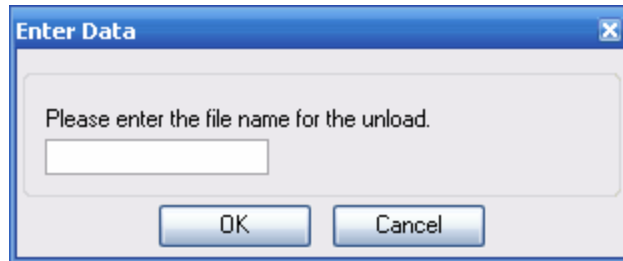
To access the Purge History Journal Entries function select:

Financials  
General Ledger  
End of Period Menu  
Purge History Journal Entries

The following screen is displayed:



1. Select the **Define** button
2. Enter the fiscal year to purge (if multiple years need to be purged, purge each year individually starting with the oldest year).
3. The system reports the number records selected on the screen
4. Select the **Unload** button. The following screen appears:



This function unloads (makes a copy) the transactions to be purged to a file that may be reloaded if the purge was performed in error. **Note:** This option is not an archive solution as the file may not reload after the next release of MUNIS®.

5. Enter the filename to store the unloaded records using a naming convention that allows the District to easily identify the file and fiscal year. For example FY99DETHIST. Press **Enter** or select the **OK** button after entering the filename. The program may take a while as it unloads the records. Upon completion the unloaded file and path is displayed.
6. Select the **Purge** button to purge the detail transactions. A box appears requesting confirmation before proceeding.